



MASSACHUSETTS
DEPARTMENT OF
ENVIRONMENTAL
PROTECTION

f a c t s h e e t

Municipal Oil Collection Checklist

A number of towns and cities across Massachusetts provide for the collection, storage and recycling of used motor oil. This checklist summarizes the applicable hazardous waste regulations. You should also have the Department of Environmental Protection (DEP) *Application for Collection Center for Used Oil and/or Surplus Paint* on file at your DEP Regional Office. Please keep a copy for your records.

Records and Paperwork (*copies should be retained on site*)

These documents should be readily accessible to the waste collection area:

- ☐ Hazardous Waste Generator registration or EPA notification
- ☐ Application for Collection Center for Used Oil (2 pages)
- ☐ DEP Class A Recycling permit for space heater (if applicable) and approval of local fire department
- ☐ Copies 3 and 8 of each manifest (unless a four-part manifest is used) for the last three years. Copies 6 and 7 of each manifest should be mailed to DEP and the state manifest office where paint is shipped. You will also need your generator identification number.
- ☐ Manifests should show waste shipped within time limits of generator status
- ☐ Records showing volumes of used oil and/or spent antifreeze, batteries and used oil filters collected
- ☐ Records showing volume of waste oil burned in the space heater (if applicable)
- ☐ Documentation of arrangements with emergency responders (police department, fire department and board of health)

Waste Oil Accumulation Area (*keeping a log sheet is recommended*)

Conduct weekly inspections to ensure compliance with the following requirements:

- ☐ Area secured against unauthorized entry
- ☐ All containers are closed
- ☐ Containers and tank are on impervious surface
- ☐ Containers are in good condition
- ☐ Outdoor tank is double walled or has adequate secondary containment

Massachusetts Department of
Environmental Protection
One Winter Street
Boston, MA 02108-4746

Commonwealth of
Massachusetts
Mitt Romney, Governor

Executive Office of
Environmental Affairs
Ellen Roy Herzfelder, Secretary

Department of
Environmental Protection
Lauren A. Liss, Commissioner

Produced by the
Bureau of Waste Prevention
Business Compliance Division,
January 2003.
Printed on recycled paper.

This information is available in
alternate format by calling our
ADA Coordinator at
(617) 574-6872.



- ☐ Tank and containers containing waste are labeled:
For oil: **HAZARDOUS WASTE - WASTE OIL – TOXIC**
ACCUMULATION START DATE _____
For antifreeze: **SPENT ANTIFREEZE**
For oil filters: **SPENT OIL FILTERS**

Waste Oil Accumulation Area (*continued*)

- ☐ Used oil filters are drained a minimum of 12 hours, crushed, or managed as hazardous waste
- ☐ Any drained oil is managed correctly (see above)
- ☐ Area around tank and containers is free of oily debris
- ☐ Spill cleanup material (such as Speedi-Dry) is easily accessible
- ☐ Oily absorbent materials are not saturated, or are labeled as **HAZARDOUS WASTE**
- ☐ Drum of empty containers is not showing more than one inch of oil in the bottom. All containers should have contents poured off prior to placement in the drum
- ☐ Automotive batteries are not leaking and are preferably stored on a pallet, shrink-wrapped or banded

Emergency Preparedness

- ☐ Telephone or two-way radio is immediately accessible to hazardous waste storage area
- ☐ Telephone number of emergency coordinator is posted by the phone
- ☐ Telephone numbers of local responders (fire, police) are posted
- ☐ Telephone number to notify DEP in case of an oil spill in excess of 10 gallons is posted: (617) 556-1133 or (888) 304-1133
- ☐ A portable fire extinguisher is easily accessible
- ☐ Spill cleanup materials are easily accessible
- ☐ Water to supply water hose streams or foam producing equipment is available
- ☐ Employees/volunteers have been instructed in emergency procedures, prevention and response

For more information:

Call the DEP Business Compliance Assistance Line at (617) 292-5898 if you have questions about regulations.